

Coos Sand 'n Sea Quilters Community Liaison

(appointed office - minimum one-year term - no max)

The Community Liaison chairman is to coordinate Guild activities with the community:

Coordinating with the Coos Bay Library for the annual hanging of quilts at the Library during the month of March

Coordinating with the North Bend Library for the annual hanging (in the meeting room) at the Library during the month of April

Coordinating with the County Fair Needlework Department Chairman to ensure there are Guild members to "work" two-hour (or four-hour) shifts to help keep an eye on the quilts as well as sell raffle tickets for our annual quilt show

Coordinating any involvement with festivals such as the Blackberry Festival to make sure there is a spot to hang the raffle quilt and sell raffle tickets and any other festivals that may arise. There may also be an opportunity to sell raffle tickets at one or two Wednesday Market days located on Central Avenue

Coordinating any showings of quilts at the Pony Village Mall; can also arrange for us to have a table to sell raffle tickets during a weekend when there is an event at the mall (like artists, plants, etc.)

Coordinating with Evergreen Court to hang quilts during the month of December.

Any of these activities can be delegated to another member should they desire to head up an area.

NO BUDGET

Coos Sand 'n Sea Quilters
Historian

(appointed office - minimum one-year term - no max)

The Historian chairman shall take candid pictures at the general meetings including Show and Tell. Currently, the chairman has posted the pictures onto our Facebook account.

The Historian chairman can also take candid pictures of the Guild programs as well as Workshops and the Quilt Show.

BUDGET: _____

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters Hospitality

(appointed office - minimum one-year term - no max)

The Hospitality chairman is responsible for recruiting volunteers to provide the refreshments at the monthly general meetings. It is desirable that at least four people participate each month - two to bring "healthy" and two to bring "sweet."

The Guild provides the coffee and tea at each meeting and it is the responsibility of the Hospitality chairman to purchase the coffee, tea, sugars (regular and diet), creamers, plastic ware (spoons, forks, knives), paper plates (2 sizes preferable) and napkins.

It is the responsibility of the volunteers to prepare the coffee, heat the water for the tea and put the snacks on the back table in anticipation of the break.

They are also responsible for cleaning up the tables, including the kitchen.

The Hostesses shall dispose of the garbage bags outside the backdoor and make sure all the chairs are returned to their rightful places throughout meeting room.

Typically, the Board provides the refreshments at the September meeting and are the hostesses. The Guild may, at its discretion, provide a punch drink along with the coffee and tea.

December and June will be Potluck meetings and everyone will be a hostess and will do their set-up and clean-up at end of meal/meeting.

The Guild's birthday is in October and the Hospitality chairman will order at least a half-sheet cake (order this in September) to put out with the refreshments. An ice cream punch could also be offered.

BUDGET: _____

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters Librarian

(appointed office - minimum one-year term - no max)

The Librarian chairman shall maintain the library books between monthly meetings and keep the records for the books, videos and/or patterns checked out.

The Library Rules are to be posted on the movable library so all are aware of their responsibilities when checking out materials. The Rules are also printed in the Bylaws booklet.

The Rules include:

- Materials to be checked out for one month at a time although you may check out materials in June which are to be returned in September, with permission from the Librarian
- Only 2 books at a time may be checked out per person
- You must turn in previously checked out books before checking out more
- You must wait until books are processed back in before checking out (check with Librarian)
- Checking out materials: remove card, put month you're checking it out, and leave card in the designated hanging card holder/pocket
- Checking in materials: remove card from pocket and return to book and give book to Librarian (or put in designated place for returned books)

BUDGET: _____

The Librarian needs to get Board approval to add new items to the Library. If there is a need for new library check-out cards, these can be requested at a Board meeting.

The Librarian may give a short report during the meeting when there is something new to be added to library or to promote books already in the library.

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters

Membership

(appointed position - minimum one-year term - no max)

The Membership chairman has several duties and the timeline is listed below:

August - Membership registration forms (Name, Mailing Address, Phone Number(s), e-mail desired, and give to Newsletter Chairman so form can be included in the September newsletter. Decide, with the Board members' approval, what will be given for the monthly Birthday drawing (suggestions include: fat quarters, gift certificates, or ??)

September - Start collecting dues for the current year and fill out Membership cards for each new and returning member. New members are to receive a copy of the Bylaws, membership listing, Joann fabric discount card upon paying their dues. All names and money received are to be turned into the Treasurer.

October - Continue collecting dues. Also, have a sign-in sheet available with the names from the September meeting and room to add new names and guest names. Turn in new names and money to Treasurer.

All months - Report to the Newsletter editor the names and birthdates for the following month to be put in Newsletter with June, July & August being listed in June newsletter.

All months - Have the names of each birthday member for each month ready for a drawing. If unable to attend, please make sure President has the names and gift ready. The members with birthdays in July and August will be drawn in June to complete the year.

Prepare a current Membership list with all the information (Name, Address, City, Phone number(s), e-mail address and birthdates) - preferably in the Excel program by November guild meeting.

BUDGET: _____

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters Newsletter

(appointed position - minimum one-year term - no max)

The Newsletter editor is to take notes at the Board meetings in order to prepare the monthly Newsletter. This position is just as important as the Secretary's Minutes.

The deadline date for each month's newsletter shall be at her discretion, but preferably at least a week-and-a-half prior to the General meeting. This allows the newsletter to be worked on over a weekend and then printed and mailed at least a week before the General meeting. That date should be listed in the newsletter each month on front page. You may need to send a "reminder" e-mail to the board members to send in their reports.

When the newsletter is completed, the editor is to send it by e-mail to: Staples Copy Center - LCC0463@staplescopycenter.com with the Subject Line: Copies Please. Body: Coos Sand 'n Sea Quilters newsletter. Please make "X" amount of copies, double-sided, black and white. Please do not fold or staple. Please call "X" phone number when complete. Thank you. Signed: Your name and phone number.

When preparing the copies for mailing: fold newsletter in half and staple; place a round sticker over the staple and then one on each side. Place address labels and stamps on newsletter and then put in mail.

Editor shall have about 5 extra copies printed to be put on front table at each meeting. The newsletter can then be sent via e-mail to all other members. It is more cost-effective to have the newsletters sent by e-mail. Colors can be used on e-mail version.

Editor should strive to keep the Membership Form and address section on one page and print the form for September, October and November.

The Secret Sister Form needs to be in the September and October newsletters only. The Membership chairman, or her designee, shall give the editor the form to use.

A short newsletter or postcard should be sent in early July with a reminder that ALL Quilt Show registrations need to be mailed by August 1st. [Quilt Show Chairman should make sure Quilt Show Registrations are always available at the local quilt shops, including "Threads That Bind" and "Forget-Me-Knots."]

The Membership chairman is to give the names and addresses of all new members as they join the Guild for inclusion in the Newsletter. Also, Membership chairman needs to give a list of all monthly birthdays to be listed; plus, June newsletter will have the June, July &

August birthdays. New quilt year starts over again in September and the September newsletter will have the September birthdays.

If the Newsletter editor is unable to attend a Board meeting, she shall ask another Board member to take the notes for her. The natural selection would be the Secretary.

The Newsletter editor shall be acknowledged by the President at all General meetings so that all members will know who she is so if there are any problems with receiving their Newsletter, then they'll know who to talk to.

At the end of the quilt year, a copy of every newsletter published should go onto a CD and placed in the plastic folder that will be passed on to the next editor.

Lastly, be mindful of the Timeline to make sure things are going in the newsletter at the proper time.

BUDGET: _____

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters

Publicity

(Appointed office-minimum one year term – no maximum)

The Publicity Chairperson shall coordinate the release of general information about events and meetings of the Guild to the press, public and internet/social media. Announcements are to be sent to the newspapers including: The World, Umpqua Post, Bandon Western World and Coquille Valley Courant, as well as any radio or TV station to be included on their community bulletin boards. The information should preferably be sent two weeks before the meeting by e-mail or written notice, but no less than one week before. Most listings are now posted on event calendars of internet bulletin boards and information can also be posted on:

*Coos Sand 'n Sea Quilt Guild Facebook page (The Publicity chairperson will need designation as an administrator on the page to Create an Event feature or ask a Guild member designated a Facebook administrator/manager to post the event).

*Events posted at events@worldlink.com cover The World (Coos bay/ North Bend), The Umpqua Post (Reedsport), Bandon Western World and Coquille Valley Courant

*A listing of local radio stations & their Websites can be found on the internet at www.bicoastalmedia.com or www.ontheradio.net. There is an event or local happenings section where event information can be posted for radio announcement. (i.e. KDCQ: kdcq.com, KSHR: kshr.com, KWRO: kwro.com).

*KCBY TV www.kcby.com : Community Bulletin Board

*South Coast Shopper: www.shopper@scod.com Written articles to be published in paper listing and on line should be sent by email by their established deadline.

*This is not an inclusive list and other media sites can be utilized also.

The information is obtained from the board meeting, where the Vice President/program Chairman will provide the information about the program. The information is to include a contact name, phone number or email address, preferably the Vice President.

A website may be developed wherein the information would be posted there as well.

No Budget

June 5, 2008; Revised 7/2014: 10/2015

Coos Sand 'n Sea Quilters
Quilt Block of the Month
(appointed office - minimum one-year term - no max)

The Quilt Block of the Month chairman shall coordinate a committee of one or more people to plan and prepare the kits for each month's Quilt Block of the Month.

While the QBOM Chairman has a binder with all the previous blocks made over the years, there are also instructions regarding how many kits to make, the price of the kits, etc. The price is currently \$1.00 a month, but is subject to change at the QBOM Chairman's discretion (dependent upon the monies spent for fabric to make up the kits).

The Budget includes the purchase of fabric, plastic baggies as well as the printing up of instructions to make the QBOM. While there is a "line item" in the annual Budget, it is considered a "wash" in that the Guild makes up that money by selling the kits.

When the QBOM chairman introduces the newest BOM at the meeting, she shall give a short demonstration of how the block is to be constructed (at the head of the room so all can see). At that time, the drawing for the previous month's blocks shall be done. Winner need not be present to win.

The BOM kits should be available before the meeting and during the break.

The collected monies shall be given to the Treasurer before the meeting is over.

Note:

For the 2014-2015 quilt guild year, there will not be a chairman for the whole year. Rather, instead, one (or two) members per month shall present a Block. They are to make up a sheet with precise instructions and, perhaps, some illustrations to be printed in the monthly Newsletter. This instruction sheet is to be mailed or e-mailed to the current Newsletter chairman.

BUDGET: _____

**Coos Sand 'n Sea Quilters
Sunshine**

(appointed office - minimum one-year term - no max)

The Sunshine chairman shall send cards to those members who are ill or celebrating a special event. There are occasions when sympathy cards are sent to those who have a spouse or parent or child or grandchild who has passed away.

BUDGET: _____

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters
Ways & Means
Aka The Raffle Table

(appointed office - minimum one-year term - no max)

The Ways & Means chairman shall coordinate any project which would be pursued as fundraisers for the Guild with the exception of the Quilt Show's Raffle Quilt. They could do this with the cooperation of the Community Liaison chairman.

The members of the Guild are encouraged to donate their quilt-related items to the Raffle Table on a monthly basis.

The Ways & Means chairman has a small Budget (\$70 + 10% of the monthly income) to purchase the raffle tickets to sell as well as to add new items to the Raffle Table. The chairman shall make up color-coordinated bundles of items (magazines, books, patterns, fabrics, notions, etc.) for winners to select from OR have small baskets in front of each pile for members to drop their tickets. Chairman will determine how many "bundles" will be at each meeting.

In the past, there have also been "traveling suitcases" that were part of the raffle. They contained a myriad of items including appliqué items and embellishments as well as quilt-related items. The winners are encouraged to take what they want and then put in replacements and then return suitcases to the next meeting. Also, if the winner of the suitcases cannot attend the next meeting, they are to make sure another member can return it to the meeting. (The suitcase raffle is an option)

As for members donating items to be used for the Raffle Table, it is not required they be put out that night. They can be saved for the following month. It may be necessary to trim up some of the fabrics. The scraps can also be donated to the gals who do charity quilts or even be put out on the Free Table.

The tickets are sold: 1 for \$1.00 or 6 for \$5.00. The tickets can be drawn anytime during the meeting.

The collected monies shall be given to the Treasurer after ticket sales are closed.

BUDGET: \$70 a year + 10% of monthly income

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters
Workshop Committee
(in conjunction with Vice-President/Program Chairman)

A workshop is defined as an event for the furtherance of Guild purposes, which takes place outside of regular Guild meeting time.

The Workshop Committee chairman shall:

- Attend Board meetings in order to stay in touch with the wishes of the Board. If she cannot attend a meeting, she shall send a representative and read the Minutes of the meeting she missed.
- Make a periodic (yearly??) survey of the Membership in order to be aware of Guild needs.
- Arrange for a certain number of workshops, to be determined by the Board, throughout the Guild year in accordance with Board policy as outlined in the Bylaws.

In order to carry out the above duties, it is required that the Workshop Committee chairman shall:

- Set up and maintain a resource file of teachers, lecturers, films, etc., that are relevant to the needs of the Guild as determined by the surveys. Pass this file on to her successor.
- Coordinate efforts with other guilds and/or quilting groups in order to share workshops, contacts, information, etc.
- Design a contract under Board approval to be used when hiring a teacher or lecturer.
- Present workshop proposals to the Board according to policy outlined in the Bylaws.
- Initiate contact with the teacher/lecturer or respond to contacts initiated by them.
- Determine ahead of time what special considerations may be in order to make the teacher's visit as comfortable as possible; i.e., does she have allergies or any unusual requirements? What is her preference regarding accommodations - motel, private home? Will she need transportation? Does she expect meals to be provided? What tools and/or supplies will she need us to provide? All of this should be included in the contract. It is the wish of the Board that every teacher/lecturer be treated with the courtesy and respect that a guest would receive in our homes.

- Determine the workshop fee following Board policy as outlined in the Bylaws.
- Obtain the space or facility for the workshop.
- Provide supply lists to participants well in advance.
- Be aware of where supplies and materials can be purchased.
- Set up the workshop or class area with all needed tools, supplies, etc.
- Be present or be represented at workshops at least at the opening and conclusion to see that everything runs as smoothly as possible.
- Follow through on contract fulfillments such as seeing that the teacher is paid and refunds, if any, are made.
- Make sure that the workshop site is cleaned up after use.
- Return all tools, etc., to their owners in good shape.
- Provide follow-up surveys, critiques to workshop participants and to teachers if relevant.
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- Return all tools, etc., to their owners in good shape.
- Provide follow-up surveys, critiques to workshop participants and to teachers if relevant.
- Make periodic reports to the Board and the Membership.
- Provide a detailed breakdown of income and expenses at the conclusion of each workshop.
- It is the wish of the Board that the Workshop Committee chair work with a partner and/or committee members to that back-up is available, and a possible successor is in training.

Coos Sand 'n Sea Quilters

Quilt Show Mission Statement

Each year, by gathering quilts from our members and the larger community for a quilt show, it is our purpose to:

- Call attention to the still living and thriving art of quilting.
- Preserve this art form that is a part of our cultural heritage and connects us with the past and the future.
- Educate ourselves and others about all facets of quilting.
- Provide a means of encouragement for growth to quilters of all interests and skill levels.
- Give recognition and a sense of pride to each participating quilter by allowing her work to be seen and appreciated by large numbers of people.
- Give a sense of unity, connection and accomplishment to our members.
- Spark the interest of all who attend and give them access into the world of quilting.
- Provide a pleasant experience that calls favorable attention to our Guild and our community.
- Have some FUN!

Coos Sand 'n Sea Quilters
SARA
Special Appreciation Recognition Award
(voted position - one year only)

This award is given annually to a guild member who works hard for the benefit of the guild.

The March newsletter will have the nomination forms printed. The guild members will write why they think the person deserves the award. These forms will be given to the President and Parliamentarian for counting. The forms will be presented at the March board meeting. The top 3 or 4 names will be put in the April newsletter.

The April newsletter will have the ballots printed. The ballots will be given to the President and Parliamentarian for safe-keeping.

SARA will reign for one year, September to June.

At the June meeting, the current SARA shall crown the incoming SARA.

During the guild year, upon SARA's discretion, a short talk (approximately five minutes) shall be given on a quilt-related topic at each meeting.

Past Coos Sand 'n Sea Recipients of SARA (Special Appreciation Recognition Award)

2004-2005	Rolene Payne
2005-2006	Bev Gowan
2006-2007	Linnae Beechly
2007-2008	Cathie Culley
2008-2009	Karen Wagoner
2009-2010	Sandra Goodwin
2010-2011	Betty Buxton
2011-2012	Genii Robison
2012-2013	Suzy Peck
2013-2014	Ann Erickson
2014-2015	Joan Glasgow
2015-2016	Bev Kaufman
2016-2017	Pat Alvy

Coos Sand 'n Sea Quilters Raffle Quilt

Coordinates the committee who plans and puts together the quilt to be raffled by the guild each year. This is worked on a year in advance of the planned raffle time. A ticket chairperson may be appointed to manage ticket sales.

- Queen Size is preferred
- If using a pattern or book permission from the designer to use their design as our raffle quilt is done prior to fabric purchase.
- The committee presents to the board one or more patterns for approval along with fabric ideas.
- Once the board approves the committee can purchase pattern and fabric. Additional fabric should be purchased to make a traveling pillow case and a gift for the member that sells the most tickets.
- Kits are handed out to members who will have one to two months to complete.
- A picture of the quilt is needed to include with the ticket envelopes. This can be done before or after quilting.
- Raffle Quilt Chair arranges for the quilt to hang at various venues to increase ticket sales, (Fair, Threads That Bind, etc)
- A label is made and attached to the back of the quilt.
- Signs with the Guild name, name of quilt, date of drawing and ticket price need to travel with the quilt.